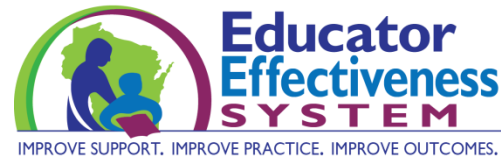


August 2014



The Department of Public Instruction Educator Effectiveness team has worked closely with Teachscape to ensure that every staff member within a Wisconsin district using the state model of evaluating practice has the access in the Teachscape platform that is necessary to complete and/or support the evaluation process of the district's educators.

## Teachscape Licensing Process 2014-15

### *Teachscape User Management System (UMS)*

Districts will use a User Management System (UMS) directly within the Teachscape platform to make all changes to license type and create new licenses for the 2014-15 school year. The UMS provides the opportunity to add licenses and make license changes without having to contact DPI or Teachscape. District EE Coordinators should have received a notification email from Teachscape in July 2014 indicating the availability of the UMS within their Teachscape license. These users are known as Teachscape User Administrators.

The district Teachscape User Administrators will have the ability to do the following tasks:

- Add new users to the system
- Edit existing users (name, email address, access, summary or supporting year, etc.)
- Assign roles and permissions
- Archive users who will not be using the system in 2014-15

Teachscape provides the following resources for the Teachscape User Administrators:

- A 5-minute overview [video](#) that describes the capabilities of the tools
- A 30-minute [webinar recording](#) that explores how Administrators might use the tools in preparation for the 2014/15 school year
- A "[Getting Started with Teachscape User Administration](#)" guide
- Comprehensive online [Help](#) resources

### *Limit to DPI funding of Evaluator bundles for the 2014-15 school year*

- Each district EE Coordinator was notified of the specific number of evaluator license that are funded by DPI for that district. DPI is funding either one evaluator license per 10 educators in the district, or the number of administrators indicated on the 1202 report, whichever is greater. Direct questions about evaluator license limits specific to a district to Veronica Price of Teachscape at [Wlsetup@teachscape.com](mailto:Wlsetup@teachscape.com) or (224)725-0488.

- If a district requests more evaluator licenses than the amount that DPI has specified are funded, the district will be responsible for covering the cost of additional licenses.

Certain types of access and requests for access must be submitted directly to Teachscape. For security reasons, only the district EE Coordinator can directly make these requests. The types of requests include:

- access to Focus Observer (for evaluator training and certification)
- access to the User Management System (UMS)
- access to the Reflect Evaluation Administration Management (to assign lead evaluators and evaluation plans)
- data reports

To place these requests, contact Teachscape at 1-877-204-5568. Phone support is available Monday–Friday 7:00 a.m.–9:00 p.m. ET; Saturday & Sunday 9:00 a.m.–7:00 p.m., ET. Or, email [support@teachscape.com](mailto:support@teachscape.com).

### *Reflect Evaluation Assignment Manager*

District EE Coordinators should have received a notification email from Teachscape in August 2014 announcing where to locate the Reflect Evaluation Assignment Manager and how to use it within their Teachscape license. This access allows the districts to assign lead evaluators and the evaluation plan to each user. The evaluation plan **must be assigned** to a user in order for the user to view and input information in their evaluation events within Teachscape Reflect.

### **Communications**

If the district EE Coordinator did not receive these notifications, please consult with your local district technology department to ensure that emails from the suffix “@teachscape.com” are whitelisted and do not get caught in spam filters. This will help ensure that future important communications are received.

If the EE Coordinator has changed, or the district has not received emails, contact your [regional Implementation Coach](#). Implementation Coaches can provide additional supports and trainings.